

SOLICITATION NUMBER TIRNO-04-R-00017

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS

J.1 GLOSSARY

Access - A specific type of interaction between a subject (i.e., person, process, or input device) and an object (i.e., an AIS resource such as a record, file, program, output device) that results in the flow of information from one to the other. Also, the ability and opportunity to obtain knowledge of classified, sensitive unclassified, or unclassified information.

Access Control - The process of limiting access to information or to resources of an ADP system to only authorized users.

Accountability Information - A set of records, often referred to as an audit trail, that collectively provides documentary evidence of the processing or other actions related to the security of an ADP system.

Application Software - The term applied to programs designed to perform specific user functions.

Audit - An independent review and examination of system records and activities to test for adequacy of system controls, to ensure compliance with established policy and operational procedures, and to recommend any indicated changes in controls, policy, or procedures.

Audit Trail - A chronological record of system activities that is sufficient to enable the reconstruction, reviewing, and examination of the sequence of environments and activities surrounding or leading to an operation, a procedure, or an event in a transaction from its inception to final results.

Authorization - The privilege granted to an individual by a designated official to access information based upon the individual's clearance and need-to-know. The granting of access rights to a user, program, or process.

Classified Information - National security information that has been classified pursuant to Executive Order 12356.

Compromise - The disclosure of classified data to persons who are not authorized to receive such data.

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Computer Virus - A program that "infects" computer systems in much the same way as a biological virus infects humans. The typical virus "reproduces" by making copies of itself and inserting them into other programs--either in systems software or in application programs.

Corporate Systems - Part of the three tiered approach of the IRS's Tax Systems Modernization program. Designation as "corporate" means a system will support tax processing and management information data and will serve more than one functional user's needs.

Critical Resources - Those physical and information assets required for the performance of the site mission.

Data - A representation of facts, concepts, information, or instructions suitable for communication, interpretation, or processing by humans or by an AIS.

Documentation - The management of documents, which may include the actions of identifying, acquiring, processing, storing, and disseminating; to process a document, program, or system in accordance with accepted standards.

Equipment - An all inclusive term which refers either to an individual machine or to the total complement of machines required to operate as an integrated group.

Equipment and/or Operating Software Failure - A malfunction in the Contractor-supplied equipment and/or operating software, excluding all external factors, which prevents the accomplishment of the job.

Facility - A physically definable area consisting of a controlled space which contains national security of SBU information-processing equipment.

Facility Security Clearance - An administrative determination made by the DIS that a facility is eligible from a security standpoint for access to classified information of the same or lower security category as the level of clearance being granted.

Federal Information Processing Support Services (FIPSS) - FIP support services are those services defined by the solicitation. They are non-personal services covering the full spectrum of ADP and telecommunications skills.

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Independent Government Cost Estimate (IGCE) - An IGCE is a detailed and realistic estimate of the cost to complete a task. At minimum the IGCE will include an estimate of the labor categories, number of hours, travel and Other Direct Costs (ODC) needed to complete a task.

Internal Revenue Manual (IRM) - A compilation of procedures and practices developed to implement the IRC and policies of the IRS.

Internal Revenue Code - The record of the laws that govern the United States tax system.

Key - Information used initially to set up and periodically change the operations performed in cryptographic equipment for the purpose of encrypting and decrypting electronic signals.

Key Management - Process by which key is generated, stored, protected, transferred, loaded, used, destroyed.

Label - The marking of an item of information to reflect its security classification. (a) Internal Label - the marking of an item of information to reflect the classification of the information within the confines of the medium containing the information. (b) External Label - The visible and readable marking on the outside of the medium or the cover of the medium that reflects the classification of the information resident within the medium.

Local Travel - Travel conducted on official business within a 50-mile radius of the official duty station. Local travel does not include travel to and from work.

National Office (NO) - The national office of the IRS, located in and near Washington, D.C.

National Security - The national defense or foreign relations of the United States.

Off-Site - For the purpose of the TIPSS-3 Contract off-site means Government facility. (e.g., all work will be performed off-site, this means all work will be performed at Government facilities.)

On-Hold - Work under a Task Order has been frozen by written order from the CO.

On-Site - For the purpose of the TIPSS-3 Contract on-site means the Contractor(s)' facilities. (e.g., all work will be performed on-site, this means all work will be performed at the Contractor(s)' office.)

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Personnel Security - The procedures established to ensure that all personnel who have access to any classified information have had the necessary personnel investigation completed on them, have the required authorizations, and have been granted the appropriate security clearances.

Personnel Security Clearance - An administrative determination that an individual is eligible from a security point of view for access to classified information of the same or lower category as the level of the personnel security clearance being granted.

Physical Security - (a) The use of locks, guards, badges, alarms, procedures, and similar measures (alone or in combination) to control access to the classified AIS and related equipment. (b) The measures required for the protection of the structures housing the classified AIS, related equipment, and their contents from espionage, theft, waste, fraud, abuse, or damage by accident, fire, and environmental hazards.

Pre-Task Meeting - A discussion with the Contractor prior to development of the Task request to analyze the user's requirements and to obtain input from the Contractor on the most efficient and cost-effective approaches for accomplishing those requirements. It is strictly a discussion of potential work and does not represent a commitment on the Government's part.

Pre-Task Proposal Meeting or Teleconference - A discussion, generally requested by the Contractor, to clarify task requirements prior to developing the Task Proposal.

Program Manager (PM) - This person has program management responsibility for this contract and oversees the technical aspects of all work performed. The Program Manager also directly oversees the Lead COTRs. The Program Manager controls and prioritizes the work flow to the Contractor and interfaces and coordinates with the COTRs, Organizational Coordinators, Contracting Officers, and senior officials.

Program Management - To have charge or take responsibility for number of projects.

Project Management - To have charge or take responsibility for a specific task or set of tasks.

Quality Metrics - standard of measurement, taken over a period of time, that communicates vital information about a process, resource or initiative.

Requirements Definition - To determine user requirements for information processing; to identify project concepts, objectives, limitations, and constraints.

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Revision - A change to various identifiable documents contained within a Task Request (e.g., the Task Statement) which should be identified by number and date.

Scoring Parameters - characteristic elements that express accomplishments or excellence by comparison to a standard or baseline.

Secure Area - A physically defined space containing classified matter (documents or material) subject to physical protection and personnel access controls.

Sensitive But Unclassified Information - Any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive order or an Act of Congress to be kept secret in the interest or national defense or foreign policy.

This definition is synonymous with "SENSITIVE INFORMATION" as defined in Public Law 100.235, "The Computer Act of 1987," dated January 8, 1988. In addition, Treasury SBU information also includes trade secret or confidential information protected by Section 1905 of Title 18, USC (The Trade Secrets Act). All information designated Limited Official Use (LOU) is included within SBU information.

Site - One or more operational facilities, usually geographically contiguous, operated by or for the Treasury under the management and administrative direction of a Treasury bureau or Treasury bureau Contractor.

Systems Software - The term applied to manufacturer-supplied programs used in computer systems.

Task - A unit of IT support service work in a defined subject or application area, having one or more related deliverable products.

Task Closeout - Ensuring that all necessary actions associated with the Task Order have been fulfilled, including receipt and acceptance of required deliverables; return of all GFE/GFI/GFS/GFP to the Government; outstanding issues have been resolved; and all vouchers have been received and processed.

Task Management - Day-to-day monitoring and oversight of the Task Order and the Contractor's progress and performance in accordance with requirements, expenditures and schedules.

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Task Order (TO) - the obligating document which specifies and authorizes work to be accomplished by the Contractor to satisfy the Government's requirement. It includes the task request, the Contractor's task request plan, any amendments thereto, and the Task Order form, IRS form 8235.

Task Proposal - The Contractor's plan and price for accomplishing a task as set forth by the statement of work. It consists of a technical proposal and a cost proposal. The technical proposal describes the work to be performed, the resources required to do the work (including the mix of skill categories and proposed hours by category), and a performance schedule. The cost proposal conveys the costs by resource category and a total estimated cost.

Task Request - Specification of the scope of work, the technical requirements, the required deliverable products, the acceptance criteria for deliverable products, the performance standards and the schedule. This document defines the user requirements for services.

Task Start-up - Implementation of the Task Order, generally starting with a kick-off meeting between the Government and the Contractor to introduce key players; define roles and responsibilities; obtain information from the Contractor to process necessary building and other access paperwork; establish a schedule for update or progress meetings; obtain provisions for GFE/GFI/GFS/GFP; and discuss milestone and deliverable schedules.

Technical Clarification - Guidance and interpretation which closes gaps in or clears up details for the Contractor pertaining to the Task Order or otherwise completes the general description of the work set forth in the Task Order.

Term - Describes the scope of work in general terms and obligates the Contractor to devote a specified level of effort for a stated time period.

Travel Cost - Costs which include transportation, lodging, meals, and incidental expenses which are incurred by Contractor personnel who are in a travel status while on official business in accordance with the provisions of the contract.

Unauthorized Disclosure - A communication or physical transfer of classified information to an unauthorized recipient.